

**College of Earth and Mineral Sciences
Administrative and Awards Calendar
2005-2006**

Initiate	Action/Event	Due Date*
August	Nominations for Alumni Achievement Award to Dean's Office (116 Deike)	September 6
<i>Event</i>	Graduate Students Welcoming Reception & Awards Presentation (Hintz Center)	September 7
<i>Event</i>	Obelisk Dinner (Nittany Lion Inn)	September 16
	Nominations for the following to Schreyer Institute Office (see http://www.schreyerinstitute.psu.edu/teachingawards/) (send to 301 Rider II) George W. Atherton Award for Excellence in Teaching***Milton S. Eisenhower Award for Distinguished Teaching***Penn State Teaching Fellow: The Alumni/Student Award for Excellence in Teaching	September 23
September	Sabbatical applications to Department Head Office	October 1
	Humanitarian Award nominations to Graduate School Alumni Society (317 Kern)	October 1
	Nominations for Distinguished Alumni to Dean's Office (116 Deike)	October 7
	Nominations for Distinguished Alumni from Dean's Office to Board of Trustees Office (205 Old Main)	October 14
	Preliminary nominations for Faculty Scholar Medal to Office of Associate Dean for Graduate Education and Research (248 Deike)	October 15
	Nominations for Outstanding Staff Awards to Dean's Office (116 Deike)	October 15
	Sabbatical applications to Dean's Office (116 Deike)	October 15
	Nominations for Penn State Excellence in Advising Award to Office of Undergraduate Education (see http://www.psu.edu/oue/award.html) (send to 417 Old Main)	October 31
	Nominations for the following Graduate School awards to Fellowship and Awards Office (313 Kern) Alumni Association Dissertation Award *** Graduate Assistant Outstanding Teaching Award *** Graduate Faculty Teaching Award *** Graduate Program Chair Leadership Award *** Howard B. Palmer Mentoring Award	October 31
<i>Event</i>	EMS United Way Silent Auction & Luncheon – EMS Museum (Deike)	November 2
October	Nominations for the following University awards to Human Resources Office (see http://www.ohr.psu.edu/) follow link to "Documents & Forms" Award for Administrative Excellence *** Barash Award for Human Service *** Staff Support Award *** Dr. James Robinson Equal Opportunity Award *** Staff Excellence Award *** McKay Donkin Award	December 2
	Nominations for Undergraduate Program Leadership Award to Office of Associate Dean for Education (104 Deike)	December 2
	Nominations for Faculty Scholar Medal from Associate Dean for Graduate Education and Research to Vice President for Research Office (304 Old Main)	December 2
<i>Event</i>	Casino Night (<i>date is tentative</i>)	December 2
	Penn State Award for Faculty Outreach nominations (see http://www.outreach.psu.edu/news/awards/) to Selection Committee (116 Arts)	December 9
	Nominations for President's Award for Engagement with Students to Office of Undergraduate Education (417 Old Main)	December 9
	Nominations for the following student awards to Office of Student Activities (207 HUB-Robeson Center) Graduate Student Service Award *** Jackson Lethbridge Tolerance Award Ralph Dorn Hetzel Award***John W. Oswald Award***Eric A. Walker Award	December 9
	Dean's Office to initiate faculty performance evaluation process	December 15
	Nominations for Alumni Fellow Award and Honorary Alumni Award to Alumni Association (Hintz Center)	December 15
	Nominations for Outstanding Adult Student Award to 323 Boucke	December 16
	GEMS Alumni Achievement Award nominations to Alumni Relations (116 Deike)	December 16
<i>Event</i>	Undergraduate Commencement – (9:00 am, Bryce Jordan Center)	December 17
<i>Event</i>	Graduate Commencement – (4:00 pm, Eisenhower Auditorium)	December 17
<i>Event</i>	Staff Appreciation Luncheon, Nittany Lion Inn	December 20
November	Nominations for Northeastern Association of Graduate Schools Annual Dissertation Award, Graduate Faculty Teaching Award & Annual Mentoring Award (114 Kern)	January 6
	Nominations for President's Award for Excellence in Academic Integration to Office of Vice Provost for Academic Affairs (201 Old Main)	January 6
	Nominations for Administrative Fellows Program to Vice Provost for Academic Affairs (201 Old Main) (see www.psu.edu/oldmain/vprov)	January 9

	Complete department tenure and promotion review	January 15
December	Faculty performance evaluation materials to department head	January 15
	Nominations for Rosemary Schraer Mentor Award due to Commission for Women (attn: Janine Andrews, Box 7 Rider)	January 23
	Norman & Ardeth Frisbey International Student Award to International Students & Scholars Office (222 Boucke)	January 30
	Applications for Wilson/Muan Graduate Fellowships to Office of Associate Dean for Graduate Education and Research (248 Deike)	January 30
	Faculty performance evaluation materials to Dean's Office (116 Deike)	January 30
	CES faculty promotion and tenure reviews to Senior Vice President's Office	January 30
January	Nominations for Achieving Women Award to Commission for Women Office or see http://www.equity.psu.edu/cfw/awards.asp	February 6
	W. Lamar Kopp International Achievement Awards for faculty, staff and students http://www.international.psu.edu/news_events/kopp/iaward_kopp_faculty_info.asp	February 10
	Complete College tenure and promotion review	February 15
	Nominations for following College awards to Dean's Office (116 Deike) Dean Steidle Scholar Award***Ellen Steidle Achievement Awards***Faculty Mentoring Awards***Hosler Alumni Scholar Award***Mitchell Award for Innovative Teaching***Schenck Teaching Assistant Award***Wilson Research Award***Wilson Service Award*** Wilson Outstanding Teaching Award	February 15
	William Grundy Haven Papers due in department offices	February 15
	Proposals for George H. Deike, Jr. Research Grants & Wilson Research Initiative Grants to Ofc of Associate Dean for Graduate Education & Research (248 Deike)	February 15
	Nominations for Pennsylvania Associate of Graduate Schools Outstanding Graduate Student Award to Graduate School Office (114 Kern)	February 27
	Complete Dean's tenure and promotion review	February 28
February	Nominations for Alumni Association Dissertation Award to Office of Associate Dean for Graduate Education and Research (248 Deike)	March 1
	Norman & Ardeth Frisbey International Student Award to International Students & Scholars Office (410 Boucke)	March 3
Event	Spring Break	March 6-10
	Departmental award information to Dean's Office (116 Deike)	March 15
	Nominations for Academic Computing Fellowship & Cingular Wireless Graduate Fellowship to Graduate Fellowships and Awards Administration Office (313 Kern)	March 15
Event	University Faculty and Staff Awards Ceremony – Nittany Lion Inn	March 20
	Nominations for Alumni Association Dissertation Award from Office of Associate Dean for Graduate Education & Research to Graduate School (314 Kern)	March 29
March	Nominations for Provost's Emeritus Faculty Teaching Scholars Award to Vice Provost and Dean for Undergraduate Education (417 Old Main)	April 1
	Faculty Activity Summary for 2005 to Dean's Office (116 Deike)	April 1
Event	Wilson Banquet – Nittany Lion Inn	April 30
	Staff Review and Development Plans to Dean's Office (116 Deike)	April 30
	Nominations for alumni awards to Alumni Assoc Office (Hintz Center) Philip Philip Mitchell Alumni Service Award Recent Alumnus/Alumna Award Volunteer of the Year Award	April 30
Event	EMS Undergraduate Commencement - Eisenhower Auditorium	May 12
Event	Graduate Commencement - Bryce Jordan Center	May 14
	Annual Faculty Reviews (HR-40) to Dean's Office (116 Deike)	June 1
	All Endowed Scholarships to be posted to ISIS	June 9
June	Proposals for Gladys Snyder Education Grants to Associate Dean for Education (104 Deike)	Mid July
Event	Undergraduate Commencement - 10:30 a.m. Bryce Jordan Center	August 12
Event	Graduate Commencement - 2:00 p.m. Eisenhower Auditorium	August 12
August	Nominations for Finance & Business "Quality Service, Quality People" Award (see www.psu.edu/oldmain/fab/dnews/qualityaward2003.htm) (Box 6 Rider)	August 31
Event	TOTEMS – Lake Raystown	Aug 29-Sept 1
Any Time	Nominations for the Teaching and Learning Hall of Fame Faculty Award can be submitted to the TLC (312 Rider II)	Any Time
Any Time	Nominations for the Staff Recognition and Appreciation Program (see http://www.ohr.psu.edu/sac/)	Any Time

*Due Dates in italics are not yet available. These dates are similar to due dates during 2004/05.

Updated 8/31/05